

SECRET

DD/ST# 1315-68

5 MAR 1968

ADM-13.1

MEMORANDUM FOR: Director of Personnel  
THROUGH: Deputy Director for Science and Technology  
SUBJECT: 25X1 Recommendation for Quality Step Increase -  
[redacted]

25X1

1. It is recommended that [redacted] of the Optics Division, Office of Research and Development, be granted a Quality Step Increase from GS-6, step 2 to GS-6, step 3.

25X1

2. [redacted] has been an employee of Optics Division since June of 1964. She has during that time progressed from average performance at a GS-4 level to superior performance as a GS-6 secretary. While maintaining the high standards of performance required of GS-6 secretaries by this office, [redacted] has:

25X1

a. Assumed an increasingly larger workload, due to additional Optics Division staffing and new responsibilities generated by requirements of the administrative offices of ORD, in the areas of travel, security, training and contract administration.

b. On two occasions, for prolonged periods, acted as senior secretary in the Optics Division. In the first instance, pending assignment of a senior secretary, she worked alone under the difficult circumstances of an office move from Headquarters to Ames Building, but accomplished all assignments willingly and well, demonstrating unusual loyalty and perseverance. During the past year when she again assumed the duties of senior secretary for a period of three months, she clearly proved her ability to perform at the GS-7 grade level.

DD/S&T  
FILE COPY

MORI/CDH

25X1

**SUBJECT: Recommendation for Quality Step Increase -**

25X1

3. There is no headroom in Optics Division for [redacted] to advance to a GS-7, for which she is well qualified. In view of her superior performance for the period of March 1966 to February 1968 it is highly recommended that a Quality Step Increase be awarded in recognition of her capabilities.

SIGNED

Robert M. Chapman  
Director of Research and Development  
DD/S&T

CONCUR

ILLEGIB

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

25X1

[redacted]  
Director of Personnel

**Distribution:**

- O&1 - Addressee
- 1 - DD/S&T ✓
- 1 - Career Service Panel/ORD
- 1 - Personnel Officer/ORD
- 1 - C/O/ORD

O/ORD/DD/S&T: [redacted] sj/2906 (16 Feb 68)

25X1

ILLEGIB